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USIB-D-39. 5/14
Revised
25 June 1962

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT   :   Procedure for Intelligence Board Action
on CODIB-Proposed Statement of USIB Policy
on Machine Language Preparation for Index and
Reference Collections

REFERENCE   :   USIB-D-39.5/14, 18 June 1962

    1.   The Chairman, Committee on Documentation (CODIB), has
advised that while that Committee desires formal Board action on its
recommendation in the reference regarding USIB policy on machine-
language preparation for index and reference collections, he does not
consider it essential for this matter to be placed on the agenda of a USIB
meeting for discussion and action. The Secretariat concurs in this view
and proposes that USIB action on the reference be effected instead through
medium of the vote sheet attached hereto. *

    2.   Accordingly, it is requested that Board members record in
the attached memorandum either their approval of (or other views on)
the CODIB recommendation set forth in paragraph 3 of Mr. Borel's
memorandum of 7 June (attachment to USIB-D-39.5/14, 18 June) and
return the vote sheet memorandum to the Secretariat no later than the
close of business on 5 July.

25X1

*In record of action,
see attached list;
also see USIB-D-39.5/15,
3 Aug 1962*

25X1

Executive Secretary

*Attachment (furnished to
  Board members only)

Group I
Excluded from automatic downgrading
and declassification

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Attachment
USIB-D-39. 5/14
Revised
25 June 1962

MEMORANDUM FOR THE EXECUTIVE SECRETARY, USIB

SUBJECT   :   USIB Vote Sheet Action

REFERENCE   :   USIB-D-39. 5/14, 18 June 1962

    1.   The recommendation contained in the reference is:

        a.   Approved*   _____

        b.   Approved, subject to the comments or
            amendments set forth in paragraph 2
            below. *   _____

        c.   Disapproved. See comments below. *   _____

        d.   Request that the reference be considered
            at a USIB meeting.   _____

    2.   Comments or amendments:*

                                _____
                                (Signature)

_____   _____
(Date)   (Title)

                                _____
                                (Agency)

_____
*May necessitate classification of this memorandum.

UNITED STATES INTELLIGENCE BOARD

VOTE SHEET ACTION

SUBJECT : Procedure for Intelligence Board Action on CODIB-Proposed Statement of USIB Policy on Machine Language Preparation for Index and Reference Collections

REFERENCE : USIB-D-39.5/14, Revised, 25 June 1962
(Vote Sheets due by COB, 5 July 1962)

Agency	Principal	Vote	Date
CIA		Approves	28 July 1962
State		Approves	3 July
DIA		Approves	3 July
Army		*Approves w/c	5 July
Navy		Approves	6 July
Air Force		Approves	9 July
NSA		Approves	28 June
Joint Staff		Approves	3 July
AEC		*Approves w/c	5 July
FBI		*Approves w/c	27 June

Remarks: *See attached Vote Sheets for agency comments.

Approved by DCI on *3 Aug 1962*

Record: *Statement of Policy and Comments Circulated as USIB-D-39.5/15, 3 Aug 1962*

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	ED/CIA		26 July
2	DDCI		28 July
3	EA/DCI (TML)		
4	Chairman, USIB		
5	USIB/S		3 Aug
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
4	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN to USIB/S
2	CONCURRENCE	1 & 3	INFORMATION		SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

NAME, ADDRESS AND PHONE NO.	DATE
/S - 5921	25 July

| FIED | ✓ | CONFIDENTIAL | | SECRET |

CONFIDENTIAL

UNITED STATES INTELLIGENCE BOARD

OFFICE OF THE EXECUTIVE SECRETARY

25 July 1962

MEMORANDUM FOR CHAIRMAN, USIB

VIA   :   Deputy Director of Central Intelligence

SUBJECT   :   USIB Vote Sheet Action on CODIB-Proposed Statement of USIB Policy on Machine Language Preparation for Index and Reference Collections

REFERENCES :   (a)   USIB-D-39.5/14, 18 June 1962 (copy attached)
                   (b)   USIB-D-39.5/14, Revised, 25 June 1962 (copy attached)

     1.   In response to reference (b), all other USIB members, by vote sheet action, have advised the Secretariat of their concurrence in the CODIB recommendation in reference (a) that USIB approve the policy statement on machine language preparation for index and reference collections set forth in paragraphs 3.a. through 3.d. of the attachment thereto (see Tab A).

     2.   The concurrences of the Army, FBI, and AEC members of the Board, as received by the Secretariat, were subject, however, to comments, and these are quoted for information in Tab B.

     3.   Your attention is invited to the briefing note and recommendation of Mr. Borel on this matter (attached hereto as Tab C). Mr. Borel has advised, in addition, that the comments of the FBI and AEC members do not represent disagreement by those agencies in the objectives of the proposed policy statement, but reflect in his view individual agency difficulties in achieving complete and uniform implementation of USIB policy in this field.

     4.   Your approval, as Chairman, USIB, of the CODIB recommendation is required and hereby requested to complete Intelligence
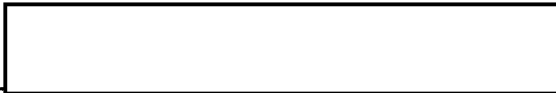
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Board action on this matter.

Executive Secretary

Concur in the CODIB recommendation
in the attachment to USIB-D-39.5/14,
18 June 1962:

28 July 1962

Marshall S. Carter, Lt. Gen., USA
Deputy Director of Central Intelligence

Approved:

John A. McCone _____ 3 Aug 1962
John A. McCone
Chairman, USIB

Distribution:
Orig. Addressee
1 - DDCI
1 - DDI
1 - DDP
1 - DDR
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Attachment
USIB-D-39.5/14
Revised
25 June 1962

MEMORANDUM FOR THE EXECUTIVE SECRETARY, USIB

SUBJECT   :   USIB Vote Sheet Action

REFERENCE   :   USIB-D-39.5/14, 18 June 1962

1.   The recommendation contained in the reference is:

   a.   Approved#   _____

   b.   Approved, subject to the comments or
        amendments set forth in paragraph 2
        below. *   X
                                                                _____

   c.   Disapproved.   See comments below. *   _____

   d.   Request that the reference be considered
        at a USIB meeting.   _____

2.   Comments or amendments: *
        The current ACSI-MATIC conversion of files to machine language
   (punch cards and Flexowriter tapes) is considered partial implemen-
   tation of the policy here established.

      FOR THE ASSISTANT CHIEF OF STAFF FOR INTELLIGENCE

                                    _____
                                            (Signature)

2 JUL 1962   CLARENCE F. NELSON
_____   _____
      (Date)   (Title)
                                    Acting Director of Plans,
                                       Programs and Administration

                                    ASSISTANT CHIEF OF STAFF FOR INTELLIGENCE
                                    HEADQUARTERS, DEPARTMENT OF THE ARMY
                                    (Washington) 25, D. C.

_____
*May necessitate classification of this memorandum.

Page Denied

Attachment
USIB-D-39.5/14
Revised
25 June 1962

MEMORANDUM FOR THE EXECUTIVE SECRETARY, USIB

SUBJECT   :   USIB Vote Sheet Action

REFERENCE   :   USIB-D-39.5/14, 18 June 1962

1.   The recommendation contained in the reference is:

    a.   Approved   _XXXXXXXX_____

    b.   Approved, subject to the comments or
        amendments set forth in paragraph 2
        below. *   _XXXXXX XX_____

    c.   Disapproved. See comments below. *   _____

    d.   Request that the reference be considered
        at a USIB meeting.   _____

2.   Comments or amendments: *

FBI is unable at present to take positive steps toward automation of our records for budgetary reasons.

_____
(Signature)

_6/27/62_____   _____
(Date)   (Title)

                               _____
                               (Agency)

_____
*May necessitate classification of this memorandum.

USIB-D-39. 5/14
18 June 1962

UNITED   STATES   INTELLIGENCE   BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: Proposed Statement of USIB Policy on Machine
Language Preparation for Index and Reference Collections

The attached CODIB proposal regarding the subject matter is

forwarded for review.   This matter will be placed on the agenda of an

early USIB meeting for discussion and action on the recommendation

set forth in paragraph 3 of Mr. Borel's memorandum.

25X1

*In USIB action on
This paper, see
USIB-D-39.5/14,
Revised, 25 June 1962*

Executive Secretary

25X1

Attachment

Distribution: Regular "D" plus 10 copies*   Group I
                  to Chairman, CODIB   Excluded from automatic
                                                downgrading and declassification

*Cover memo only

CONFIDENTIAL

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-39/1
7 June 1962

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: USIB Policy on Machine Language Preparation for Index and Reference Collections

1. At its 40th Meeting, the Committee on Documentation (CODIB) agreed that the attached statement should be forwarded to the Board for consideration, recommending subsequent issuance of paras. 3.a. through 3.d. as USIB policy.

2. Although such policy may be inferred from USIB endorsement of the statement of Community requirements for development of a secure, machine-language by-product typewriter (USIB-D-39.5/8, 7 July 1961) and of the plan for the Staff for the Community Information Processing Study (SCIPS; USIB-D-39.7/3, 23 February 1962), the CODIB members in general felt that USIB policy should be directly stated. This policy, without committing Community components to specifics on large scale systems, would provide useful guidance and endorsement for a relatively minor investment now on which later work could develop.

3. The Committee, therefore, <u>recommends</u> that paras. 3.a. through 3.d. be approved as stating USIB policy on initial machine-language preparation for index and reference collections.

25X1

25X1

Paul A. Borel
Chairman

Attachment

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Initial Preparation Machine Language Requirements

1. The Committee on Documentation, having informed itself continuously of the state of the computer and associated arts, draws the attention of the USIB to certain minimum requirements which must be met over a long preparatory period if mechanization is to become effective.

2. In particular, the mechanization of index and reference collections is likely to be increasingly economical and attractive because of its potential of reducing duplication of effort – both analytical and clerical – and of accelerating and improving the quality of intelligence, counter-intelligence, and security processes. In this mechanization process, new areas of cooperation within the Community will be identified.

3. Data processors cannot operate without a data base in machine language, and their use is not effective until this base is comprehensive. It should therefore be the policy of the USIB to urge those members of the intelligence community which have not yet done so to take prompt preparatory steps toward progressive mechanization as follows:

    a. Adopt internally consistent formats for reference and index entries for each application;

    b. Obtain machine language from all such reference production activities by using special typewriters or keypunchers instead of standard typewriters;

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

- 2 -

c. Store the resulting machine language in anticipation of automatic data processing;

d. Begin systems analysis of this data base with a view to computer handling and programming compatibility within the intelligence community.

C-O-N-F-I-D-E-N-T-I-A-L